



presenting  
“There’s No Place  
Like OCPAA”

~ 8<sup>th</sup> ANNUAL SUMMER FINALE ~

June 7-9, 2019

Nechita Center for the Arts – Orange Lutheran High School  
2222 Santiago Blvd, Orange, CA 92867

## Parent Volunteer Agreement

Parent volunteers are much appreciated and essential in order to run safe and organized performances. Before committing to help and signing up online, please thoroughly read the “Parent Volunteer Guidelines” so that we can be certain everyone is aware of what is expected of them as volunteers and so that we may properly coordinate our efforts to ensure that all areas are covered. It is also recommended that you carefully review the Finale “Information for Parents” document.

**HOW DOES IT WORK?:** Sign up for your student’s class listed on the signup website. If you have more than one class or student you may sign up for all but it isn’t guaranteed that the majority of those students will be together in one room. Most likely the second/third class will also be in your same room depending on the # of volunteers we get. We make every effort to put classes together and have at least one parent with a child in that class volunteering so they are aware of the costume, teacher and show order. Company/Dance Club will be in their own rooms. Please let us know ASAP if you want a student who takes recreational classes to be with their company/dance club sibling. Show order will be released the week of the performances and posted in each dressing room. Siblings are usually put together if possible and we do take requests for friends to be together. **Please note that there is one dressing room for BOYS only. All boys regardless of their class will be in that room. Men and women can volunteer in the Boys’ Dressing Room. ONLY WOMEN may volunteer in all other dressing rooms for girls.**

**By signing up to volunteer via [signup.com](https://signup.com) you certify that you have read and agree to the terms of the “Parent Volunteer Guidelines” listed in this document.**

**PLEASE SIGNUP ONLINE FOR THE SHOWS YOU WANT TO VOLUNTEER AT VIA THIS LINK:**

<https://signup.com/go/CSHOBFC>

**PLEASE MAKE SURE TO LIST YOUR NAME, MOBILE #, EMAIL AND DANCER NAME**

Volunteer arrival and departure times are ESTIMATED. Please try to be there at least 45 minutes before the show starts and plan to leave when the last student is checked out.

**Performance Dates and Times - MAKE SURE YOU ARE SIGNING UP FOR THE CORRECT SHOW.**

- We will have one “Little Star” Show, one “Big Talent” show and one COMBINED show for our recreational students.
- Participation in both shows is MANDATORY for every dancer.
- Saturday, June 8<sup>th</sup>
  - 11:00 AM – Company Showcase – COMPANY TEAMS ONLY
  - 4:00 PM – Little Stars - all age 5 and under classes + All Voice and All Hip Hop 4-8 classes - **Saturday at 3:00 pm volunteer check in**
- Sunday, June 9<sup>th</sup>
  - 11:00 AM – Big Talent - all age 6 and up classes + All Voice and All Hip Hop 4-8 classes - **Sunday at 10:00 am volunteer check in**
  - **4:00 PM – Little Stars and Big Talent - all dancers and all ages - Sunday at 3:00 pm volunteer check in**

**PLEASE SIGN UP ONLINE BY FRIDAY, MAY 17<sup>th</sup>**

You will be contacted by email prior to the performance with additional details and information on how to check in as well as the students you will be responsible for.

**Questions? Please email: [tammy.ocpaa@gmail.com](mailto:tammy.ocpaa@gmail.com) THANK YOU!**

# Parent Volunteer Guidelines

*By signing up to volunteer in the dressing rooms on [signup.com](http://signup.com) you are agreeing to these guidelines and responsibilities*

## **1. Parent Volunteer Responsibilities include:**

- a. Responsibility for the students assigned to them and/or the room they are covering.
- b. Possibly hair and costume changes for dancers in multiple routines and for the closing act
- c. BEING AWARE OF SHOW ORDER AT ALL TIMES (posted in rooms and emailed)
- d. Taking children to the restroom – no child is allowed to go to the restroom without an adult chaperone.
- e. Keeping children calm and occupied
- f. Being aware of where your assigned children are at all times
- g. Ensuring overall safety and well-being of assigned children
- h. Getting children ready for handoff to teachers taking them onstage
- i. Dancers will be CHECKED IN and CHECKED OUT directly to their assigned dressing rooms so you must be ready to accept them and be aware of the person signing them in and out.
- j. Each room will have a roster of students assigned to it along with the dances they are in and parent contact info.

## **2. Limited to 30-40 volunteers per show**

## **3. Only parents who have committed by signing up on the [signup.com](http://signup.com) page and agreed to this “Parent Volunteer Agreement” will be allowed in the dressing room areas.**

- a. All volunteers will have badges, which will allow them to enter the dressing room.
- b. Men (dads, brothers, uncles, etc) are never allowed in the dressing room. No Exceptions!!
- c. You are free to check on your child if not working backstage for a short amount of time.
- d. There will be a separate boys dressing room.

## **4. At no time will any volunteers be allowed in the “backstage or sidestage area”.**

- a. If you wish to observe your child, you will need to purchase a ticket and watch from the audience for the entirety of the show.
- b. Talk with the other parents in your class and work out a way to switch off watching one show and helping in the dressing room the other show.

## **5. By signing up online you acknowledge that you are volunteering to help ALL the children assigned to you, not just your own child. You must be willing to work as a team.**

## **6. If you commit to helping in the dressing room, you are expected to honor that commitment.**

- a. The children, other parents and teachers will be counting on you!
- b. Please be sure that you can commit to helping the entire time.
- c. You must arrive 45-min to 1 hour prior to the show’s start and not leave until the last child in your care has been checked out.

## **7. DRESSING ROOM RULES**

- a. Food and drinks are prohibited in the dressing rooms as well as the theater.
  - If children are very hungry they may be taken outside for a small snack break under your supervision.
- b. Only water bottles will be allowed.
- c. No men allowed.
- d. Coloring on walls, floors, furniture, etc. CANNOT be tolerated. Markers will not be allowed in dressing rooms.
- e. There is no running or yelling allowed. The children are bound to be very excited, but remember that you are in charge. It is absolutely O.K. for you to remind all children of the rules.

We know that this is a big commitment, but volunteers are the heart of the backstage operation! Your time and energy are so appreciated! Recitals are a celebration of the hard work the children have put in this year and are a wonderful learning and performance opportunity. With good preparation and positive and relaxed attitudes, hopefully we can create some fun, lasting memories for our dancers!

# THANK YOU!